



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date October 14, 1977	1. Agency Address Department of Education Office of Administrative Services Fiscal Division 233 State Office Building, Atlanta, Ga.	Application Number 77-422	
Application Number		Date Received OCT 27 1977	Date Completed NOV 10 1977
2. Person to Contact Mrs. Sandra Guthrie		Working Title Administrative Secretary	Telephone Number 656-2473
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest To Date	5. Records Series Title (followed by title used in office, if different) FISCAL DIVISION ADMINISTRATIVE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fiscal Division administers and coordinates the activities of data processing liaison, forms and records management, systems and procedures analysis, accounting, financial audit and assistance to local school systems, and federal grants management.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering and coordinating the various functions of the units within the Fiscal Division. Included are: correspondence within the division and department, with other state agencies and outside state government; proposals; reports; analyses; schedules; progress reports and other documents related to the division functions. File is arranged: alphabetically by subject or organizational unit.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u>1</u> ; Shelves <u>1</u> ; Other (specify) _____			

Agency Head/Designee (Signature)		Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	<i>Walter J. Baumgardner</i>	10-24-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee		
		<i>[Signature]</i>		
Secretary of State/Designee		State Records Committee (Signature)		
<i>[Signature]</i>		<i>[Signature]</i>		
Attorney General/Designee		Date		
<i>[Signature]</i>		11-8-77		
		11-7-77		
		11-9-77		

These instructions apply to all prior and future accumulations of the series.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center, hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

then, _____

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years
b. Statute of limitation	0 years
c. Federal law	0 years
d. Audit period	0 years
e. Administrative need	3 years
f. Federal retention instructions	0 years

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed to maintain continuity in the general administration of the division functions.

10. Questionnaire (Place an "X" in the proper column)

YES	NO	a. Is this the official copy of the series?
X		If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?